

Title: Surveys Research Technician I	Effective Date: May 11, 2012	Grade: XI	Job Category: Technician
Prior Title: Right of Way Research Technician, Surveys Research Technician	Prior Effective Date: August 24, 2007	Grade: XI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under limited supervision, this position is responsible for researching county records to determine current ownerships of properties to be surveyed by the Department's Surveys Division.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Assist the Surveys Research Technician II and/or Land Surveyors in title search.
- Work with plan sheets and/or maps to determine ownerships within the limits of highway projects.
- Conduct thorough research of property ownerships utilizing county records, including chains of title.
- Prepare title certificates and sketches and/or strip maps of properties researched.
- Plot land descriptions to ascertain if all affected properties are covered within the limits of the project.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Some experience and/or training in abstracting under the direction of a registered abstractor. Knowledge of the various county offices where land records are kept. Proficient in records research. Ability to trace ownerships back to patent. Knowledge and understanding of land descriptions and ability to plot descriptions to scale, including the Public Land Survey System (PLSS), metes and bounds, and platted subdivisions. Proficient in word processing and in the use of laptop and desktop computers. Valid driver's license. Ability to effectively communicate with the public. Available for constant overnight statewide travel. Constant statewide travel for this position means overnight travel three or four nights per week, fifty-two weeks per year with reimbursement for expenses.

ADDITIONAL PREFERRED QUALIFICATIONS

Licensed abstractor in Arkansas. Some experience in land surveying.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

